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11 - 17 May 1986

D/CO

25X1 1. This year's representative to the Agency's Annual Savings Bond Drive is [redacted] from the Office of Communications, Administrative Management Division (OC-AMD).
25X1 Anyone wishing to participate should contact Lorayne on [redacted]

25X1 2. The Second OC Secretarial Conference was held at the Cliffside Inn, Harpers Ferry, West Virginia on 13-14 May. Thirty-nine secretaries attended the session, including an OC secretary representing each overseas Area and a representative from the Office of the Deputy Director for Administration (O/DDA). Initial feedback was extremely positive and indicated that the 13 May "rap session" with OC Senior Managers was the highlight of the conference. Special thanks are in order to [redacted] and her entire committee. The many hours of preparation they donated ensured the comfort of the attendees and the success of the event.

3. During the reporting period OC completed the conversion of all its full- and part-time secretaries to their appropriate levels as dictated by the conversion guidelines in the new Agency Secretarial Career System. The list has been forwarded to the O/DDA for final review. Once approved, all secretaries will be informed of their individual level placements.

OC-CS

25X1 A contract was negotiated and awarded to [redacted]
25X1 located in [redacted] for on-site engineering services to support the New Building Communications Project Office. The contract will be in effect through the remainder of the fiscal year.

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OC-MPS

25X1 1. [] detailees to the National Communications System attended the quarterly Nationwide Emergency Telecommunications System (NETS) briefing in Bethesda, Maryland, on 12 May. NETS is a ubiquitous emergency communications service which is designed for critical Federal Government users during and after a national emergency.

25X1 2. [] attended a meeting at the National Security Agency (NSA) which addressed communications security (COMSEC) requirements for Civil Agencies through 1992. []
25X1 [] represented the COMSEC Division. Because NSA will become the "clearing house" for all COMSEC equipment in the outyears, a National Security Decision Directive is being developed by the National Security Council which will establish "centralized" funding for this purpose.

25X1 3. [] are in the final stages of developing three sets of Requirement Tracking System guidelines which can be utilized for tracking and planning purposes. This documentation will be appropriately formatted to allow each OC Division to review it on a quarterly basis for accuracy and updating. The Divisions will also be requested to provide those "appropriate" requirements to the Management and Plans Staff for tracking which do not appear in this documentation.

OC-AMD

25X1 1. Congratulations are in order to [] an annuitant assigned to the OC Recruitment Section, who recently had to undergo an angiogram examination. It seems that while being examined, Bill recruited the technician who was assisting in the examination.

25X1 2. [] has put together a package covering steps required for a user to transmit documents on the Wang

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OC-AMD (Continued)

via "telecommunications" to locations in the Headquarters area where the recipient also has the telecommunications capability. Anyone interested in utilizing this capability should contact

3. New VM passwords may be picked up from [redacted] ADP Control Officer, located [redacted] The new passwords are effective 28 May.

4. Chief, Finance Services Branch, [redacted] has been offered a position with the Inspector General Staff in their systems management area. This will mean a big loss at an inopportune time because [redacted] has successfully implemented many innovative ideas and has been moving the Branch more toward automated systems.

6. [redacted] will be giving briefings on records retention and destruction to OC personnel. The first such briefing will be to the OC-AMD/Support Staff on 20 May. Two other briefings will then be scheduled for the rest of OC-AMD personnel before moving on to the other Divisions.

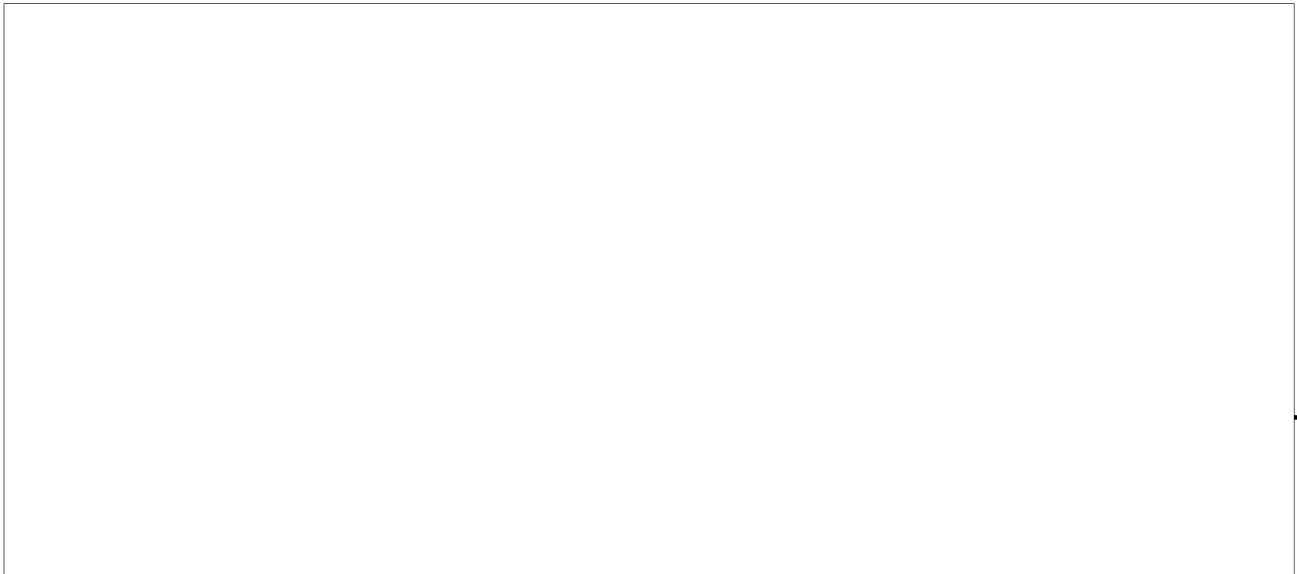
7. Basic Telecommunications Class 1-86 completed their Comprehensive Exercise on 15 May and graduated on 16 May. The Deputy Director of Communications spoke to the graduating students and presented them with their certificates.

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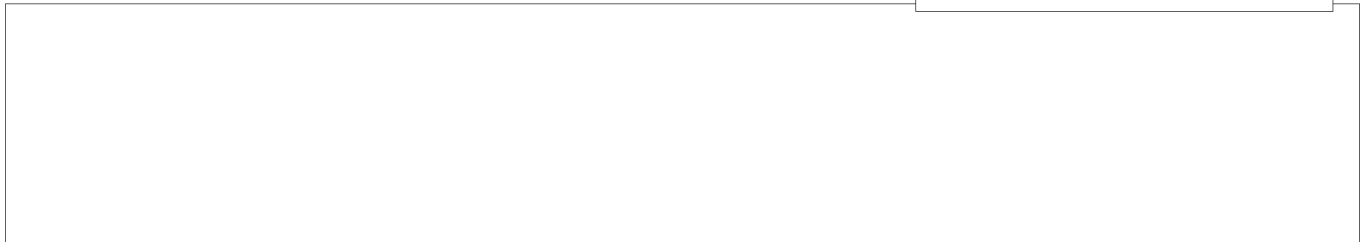
OC-AMD (Continued)

8. OC training requirements abroad continue to escalate as eight instructors are currently providing training at overseas sites, with an additional five instructors processing for TDY. Training projections indicate that the final five months of FY-86 will see even stronger demands for on-site training in all of the major Capitalization equipment sections.



OC-CSD

1. The OC Communications Security Division welcomes [redacted] to the COMSEC staff as a replacement for [redacted]



OC-ED

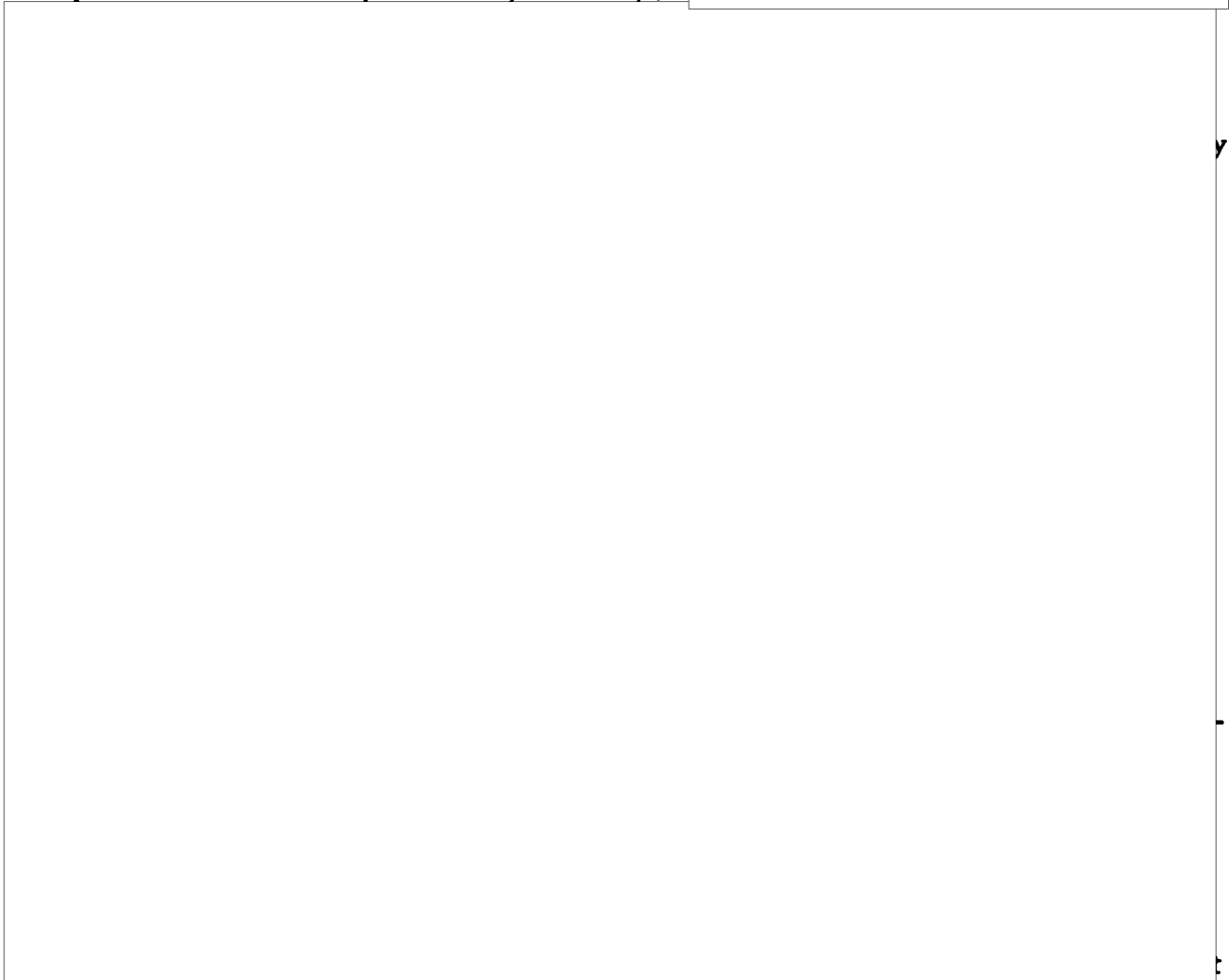
1. Installation of the second Headquarters Second Phase Automated Relay System (SPARS) is nearly completed. Three

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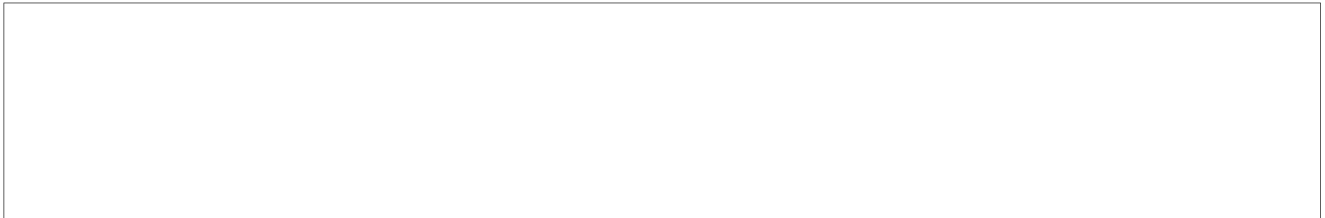
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OC-ED (Continued)

quarters of the circuits have been connected with the remaining
expected to be completed by 23 May.



OC-FND



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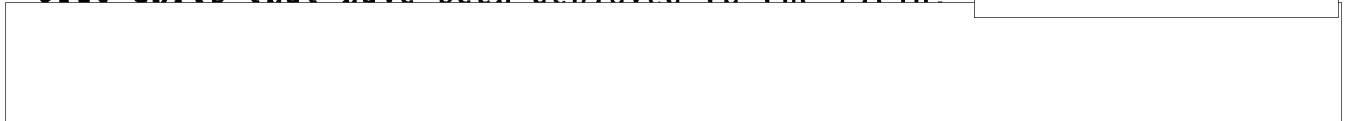
OC-FND (Continued)

25X1



7. OC-FND/Technical Services Branch has initiated a CXK-307 high speed tape reader/punch exchange program to replace all Model 5120 units that have been deployed to the field.

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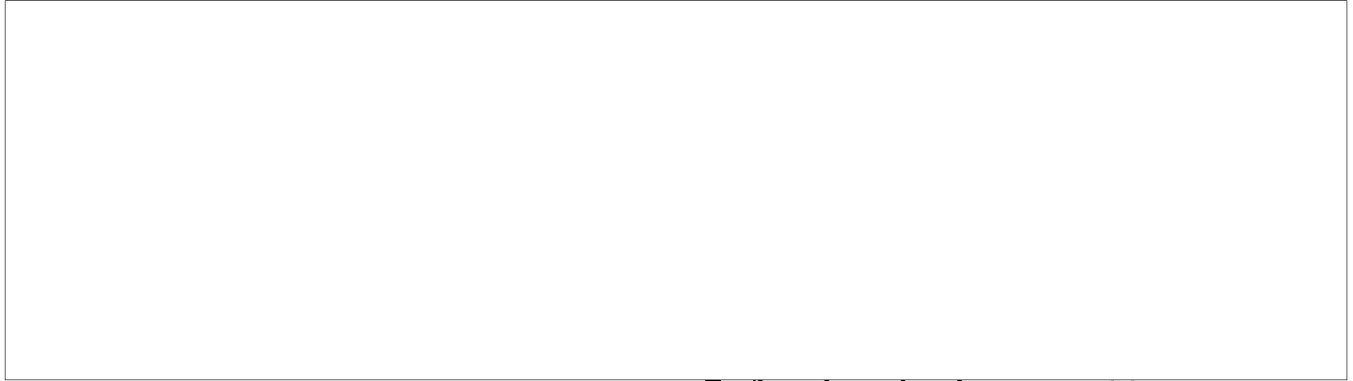


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OC-FND (Continued)

25X1



Executive Assistant, OC

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